

Donation traceability register

Register | BLD-REG-002

Document type	Register
Title	Donation traceability register
Document ID	{{facility.code}}-BLD-REG-002
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
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Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 5 (Blood Bank), criterion 5.3
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Links each donation to its products, its issue and its recipient, so that it can be traced both ways.

1. How to complete

- Record each step when it happens.
- Run a trace test each quarter.
- Keep the record under the retention rule.

2. Record

Donation number	Product number	Date issued	Issued to (patient ID or ward)	Transfusion recorded (yes or no)	Recall status

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus.
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval